

dJOB TITLE: Assistant Town Accountant
DEPARTMENT: Accounting

GRADE: P-27
DATE: February 2012

The following description is a general summary of responsibilities with some specific duties. It is not a total definition of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs administrative support work in the maintenance of automated financial data and assisting the Town Accountant to carry out the functions of the department in accordance with applicable Mass. General Laws; in the absence of the Town Accountant; employee may be required to serve as the Acting Town Accountant; performs all other similar or related work.

SUPERVISION:

Employee works under the general direction of the Town Accountant, following department rules, regulations, and policies requiring the ability to plan and perform operation and to independently complete assigned tasks according to a prescribed time schedule period. Employee plans and carries out regular work in accordance with standard procedures and established department and state guidelines including Mass General Laws. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Employee regularly leads other workers in accomplishing assigned work and performs non-supervisory work that is usually of the same kind and levels as is done by the group led. Employee provides on-the-job training for new employees. All employees work at the same location and on the same work shift. The number of employees remains stable throughout the year.

DISTINGUISHING CHARACTERISTICS:

1. Performs highly responsible duties requiring a thorough knowledge of the department's operations and exercise of judgment and initiative within prescribed limits.
2. Employee makes occasional contact with the public and frequent contact with town departments and governmental agencies. Contact is by telephone, in person, via written correspondence, and personal meetings. The purpose of contact is often to explain a municipal project or program, or to furnish information and to interpret significant statistical information.
3. Errors or omissions could result in monetary loss, reduced levels of service, confusion in the provision of services, and could have legal and/or financial repercussions for the town.
4. Performs a variety of bookkeeping and basic accounting tasks including the processing of department bills; verifies and corrects invoices; checks for accuracy, legality or excessive payments; reviews and processes purchase orders; reviews accuracy of bills with regard to calculations; prints bill warrant; processes departmental receipts on a daily basis.
5. Assists in the preparation of the department's operating budget, fiscal year-end reports and the preparation of the State Schedule A report.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EXAMPLES OF WORK: Including but not limited to:

1. Supervises and participates in the preparation of school and town warrants; reviews vouchers and assists in special warrant and manual check processes.
2. Performs a variety of complex and responsible duties ensuring that municipal transactions conform to law and to accurate accepted accounting practices; advises with respect to budgetary control and municipal finance law.
3. Maintains vendor files with correct name, address, contacts, state and federal ID numbers, prepare 1099 and related reports.
4. Maintains receivable schedules and reconciles funds with Assistant Treasurer/ Collector.
5. Reviews receipt forms, posting and monthly collection records; prepares schedule for revenue balancing.
6. Reviews purchase order encumbrances; maintains town-wide purchase order system. Posts all journal entries in to the town's financial system; prepares spreadsheet, cash balancing, and revenue/expenditure tracking.
7. Assist town departments in expenditure balancing and account analysis.
8. Assists Town Accountant in fiscal year-end closing procedures including the preparation of the Schedule A report and other state and federal agency reports.
9. Works with outside auditor as required.
10. Tracks state and federal grant payments; notifies appropriate departments and the Town Accountant as required.
11. In accordance with department guidelines, performs a variety of clerical duties as required such as data entry.

DESIRABLE QUALIFICATIONS:

Training and Experience: Associates Degree in Accounting or related field; three (3) years of work experience in accounting, bookkeeping preferably in the municipal field; previous experience with financial software applications; or any equivalent combination of education or experience.

Knowledge, Abilities and Skill: Working knowledge of office procedures, accounting principles and budgetary functions. Knowledge of Massachusetts General Laws. Ability to establish and maintain effective working relationships with employees, town officials; ability to communicate effectively, orally and in writing. Ability to maintain detailed and accurate records; Ability to analyze and interpret accounting data, to present reports of findings and to act as an advisor to Town officials regarding any aspect of the financial operation.

Tools and Equipment Used:

Personal computer, word processing and spreadsheet applications; calculator, copier, fax machine, and telephone.

Physical Demands

Minimal physical effort generally required in performing administrative accounting duties. Position requires the ability to operate a computer keyboard and standard office equipment. Occasionally required to lift office equipment weighing no more than 10 pounds. The employee is frequently required to use hands to finger, handle or feel office equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Normal vision requirements for this position. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment

Most work is performed under typical office conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions. The noise level in the work environment is usually quiet.

New: November 2003

Revised: February 2012